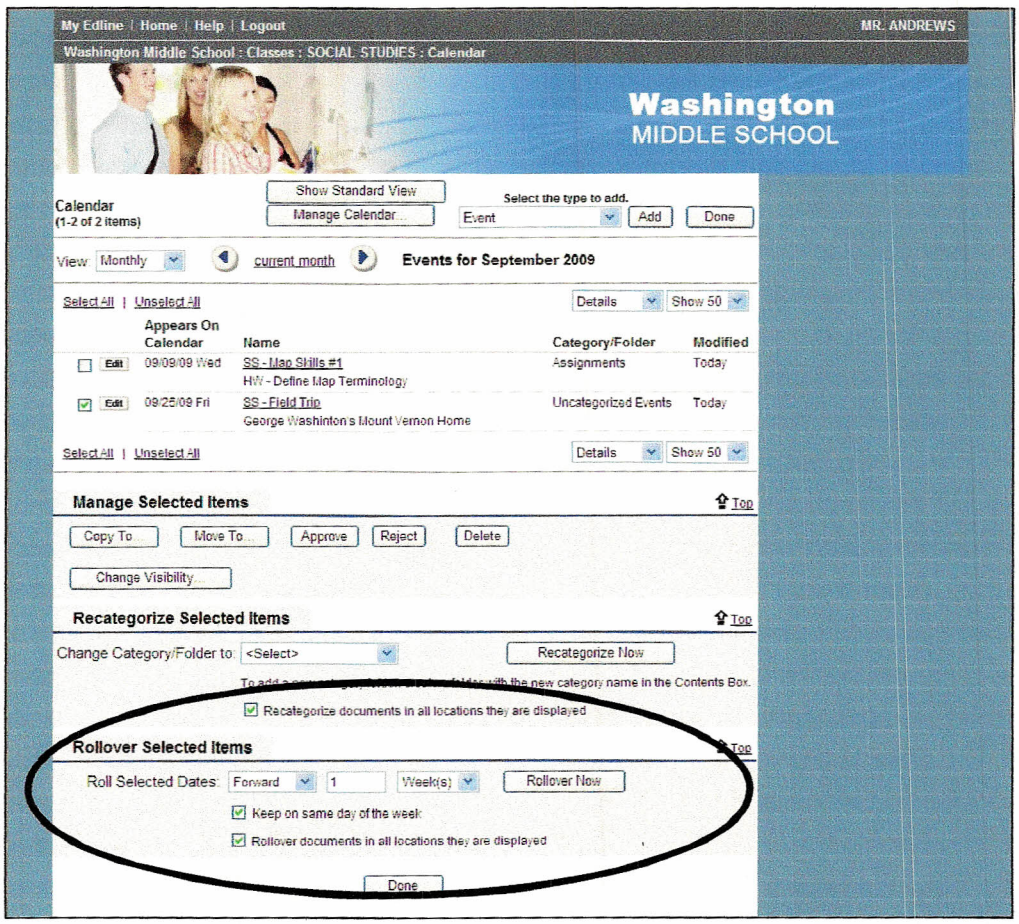
Rollover Calendar Items

The calendar rollover feature allows you to reuse your existing calendar items with any materials that was associated with the event. This can be especially useful if you teach the same class the following semester or year or need to change/adjust the calendar.



From the **List View** from your selected calendar, you can select which calendar items you wish to rollover. Once you have selected them, you can rollover those entries any number of days, weeks, months, or years. To complete the process, click **Rollover Now**.

Recategorizing Items

All documents in Edline can now appear in the calendar by simply adding a date to them. Based on where this document is created, it can be added to the calendar with an associated category.

If you wish to change a document's category, simply select it from the calendar's **List View**, select the desired category, and click **Recategorize Now**.

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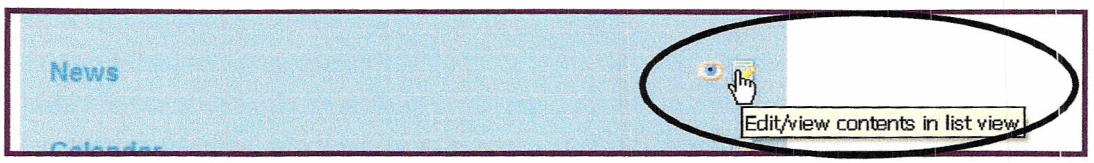
Using News

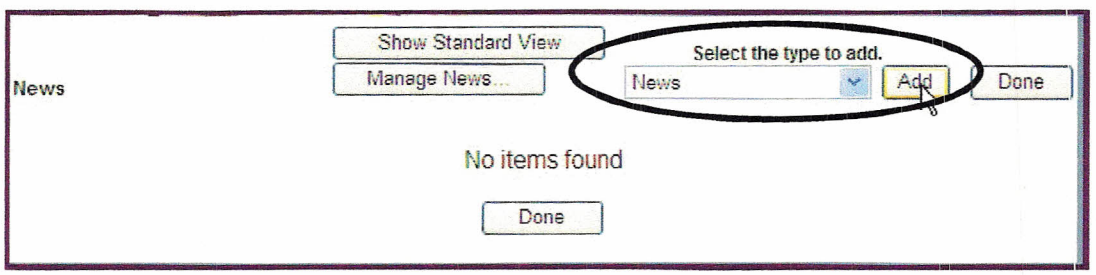
The **News** is the place to put important announcements and other information you want students and parents to see when they visit a class home page. Entries in the **News** box are listed by the date they were added or modified, with the most recent items at the top.

Adding a News Item

1. Select a class from **My Classes**.
2. Click the **Edit** icon at the top of the **News** section.



3. With **News** showing in the pull down menu, click **Add**.



4. Enter a **Title** and **Summary Information** for the **News** item. The summary will appear under the title in **News**. You can also enter a date for the item, and it will display automatically on the **Calendar** page.

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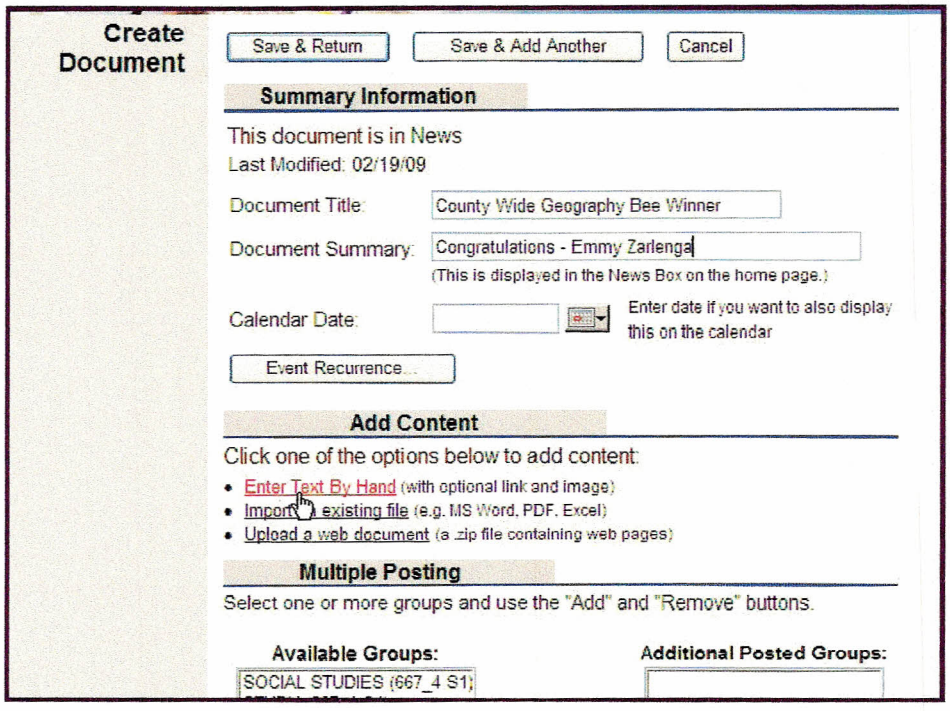
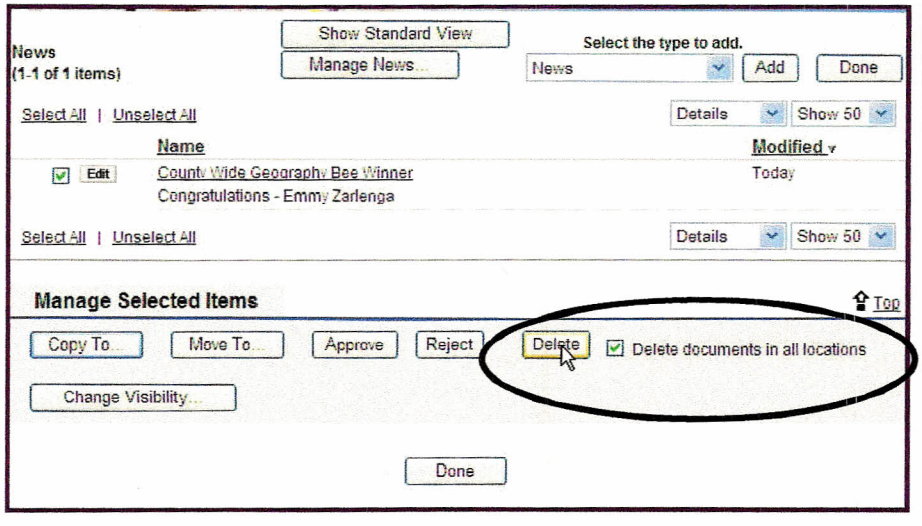

Create Document
Save & Return
Save & Add Another
Cancel
Summary Information
This document is in News
Last Modified: 02/19/09
Document Title:
County Wide Geography Bee Winner
Document Summary:
Congratulations - Emmy Zarlenga
(This is displayed in the News Box on the home page.)
Calendar Date:
Enter date if you want to also display this on the calendar
Event Recurrence...
Add Content
Click one of the options below to add content:
Enter Text By Hand (with optional link and image)
Import an existing file (e.g. MS Word, PDF, Excel)
Upload a web document (a .zip file containing web pages)
Multiple Posting
Select one or more groups and use the "Add" and "Remove" buttons.
Available Groups:
Additional Posted Groups:
SOCIAL STUDIES (667_4 S1)

5. Enter or upload the main text of the document by clicking the appropriate link in the **Add Content** section.
6. Click **Save & Add Another** if you have additional **News** items or **Save & Return** if you have added all your **News** items. Remember to consider posting your **News** items to other classes.

Removing a News Item

1. Click the **Edit** icon at the top of the **News** section.
2. Select each item you want to delete by clicking the checkbox next to it. If you want to delete everything on this page, click **Select All**.
3. Click **Delete**.



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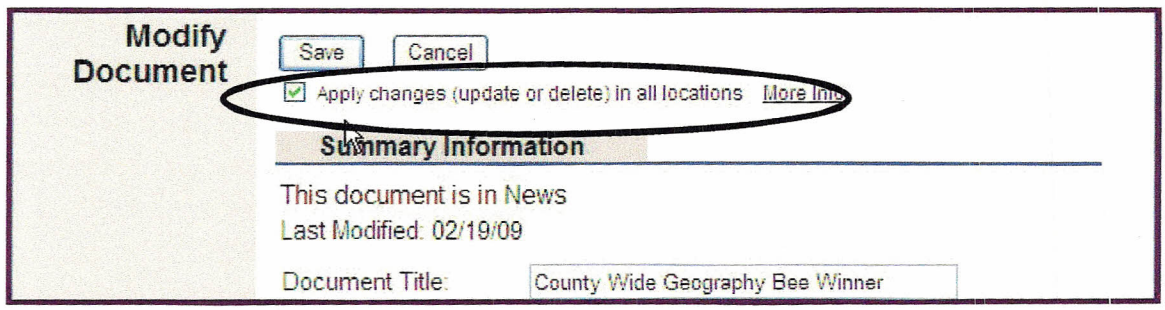
Note: If there are copies of this document in other classes/groups, Edline defaults to automatically deleting all copies of the document in all locations. If you do not wish to delete all copies, uncheck the box at the bottom of the page that reads **Delete documents in all locations**.

Modifying a News Item

1. Click the **Edit** icon at the top of the **News** section.
2. Click **Edit** next to the item you want to modify.
3. Make changes and be sure to click **Save & Return**.

Note: If there are copies of this document in other classes/groups, Edline defaults to automatically applying changes to all copies of the document. If you do not wish to apply the changes to all copies, uncheck the box at the bottom/top of the page **Apply changes (update or delete) in all locations.**



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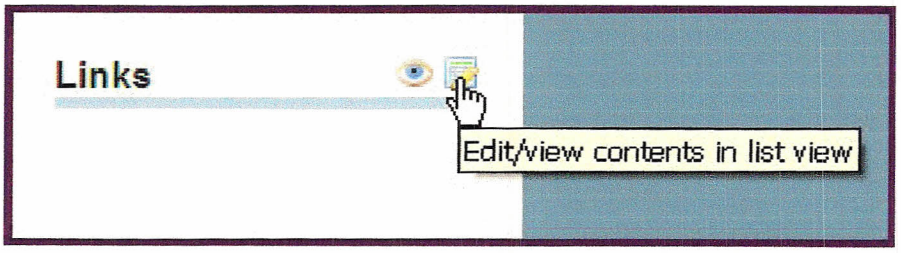
Using Links

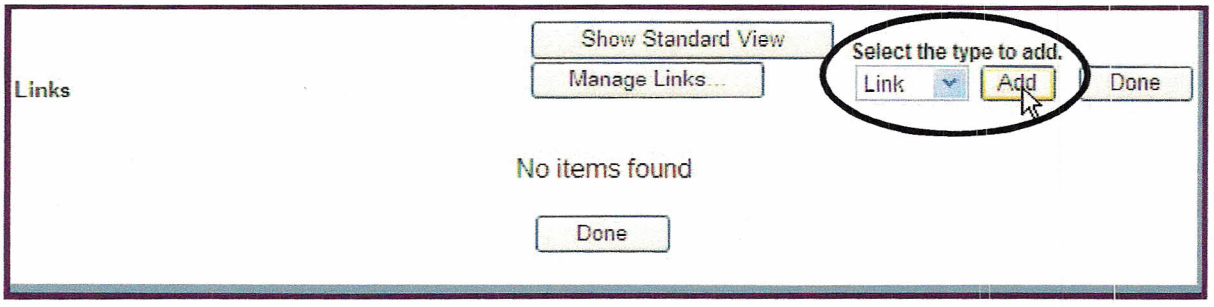
The **Links** section is the place to put links to websites outside Edline that would be helpful to the students and parents in your class. Entries for **Links** are always listed in alphabetical order.

Adding a Link.

1. Choose a class from **My Classes**.
2. Click the **Edit** icon at top of the **Links** section.



3. Select **Link** from the pull down menu. Click **Add**.



4. Enter a descriptive name for the link (**Document Title**) and **Document Summary** (optional).

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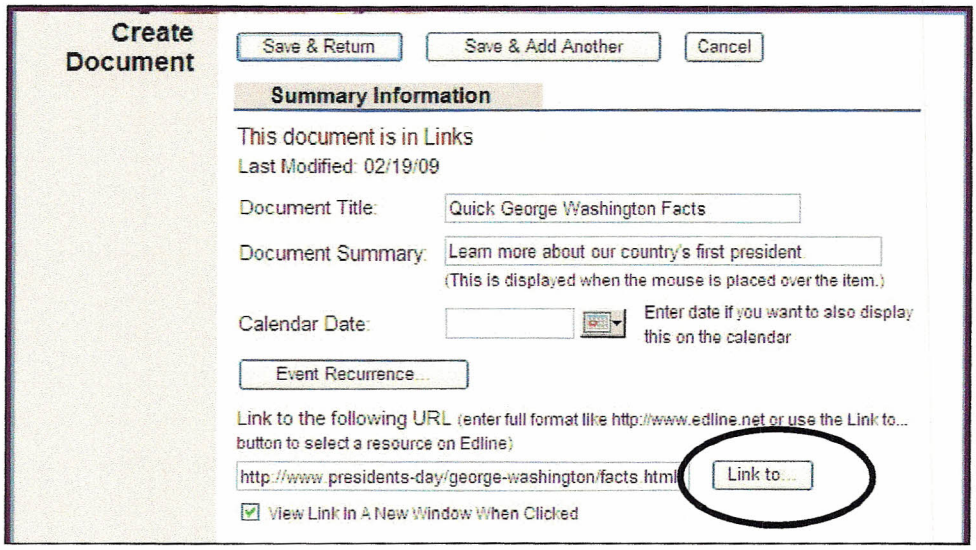
Create Document
Save & Return
Save & Add Another
Cancel
Summary Information
This document is in Links
Last Modified: 02/19/09
Document Title:
Quick George Washington Facts
Document Summary:
Learn more about our country's first president
(This is displayed when the mouse is placed over the item.)
Calendar Date:
Enter date if you want to also display this on the calendar
Event Recurrence...
Link to the following URL (enter full format like http://www.edline.net or use the Link to... button to select a resource on Edline)
http://www.presidents-day/george-washington/facts.html
Link to...
View Link In A New Window When Clicked

5. Enter the web address of the website you want to link. Or click **Link to…** to link to an existing resource on Edline. **Note:** Leave the check-mark for the View in a New Window so that a new web browser opens so that users won't have to log back into Edline.
6. Select additional classes to post this **Link**.
7. Click **Save & Return**.

Removing an Item from Links

1. Click the **Edit** icon at the top of the **Links** section.
2. Select each **Link** you want to delete by clicking the checkbox next to it. If you want to delete everything on this page, click the **Select All** link.
3. Click **Delete** at the bottom of the page.

Note: If there are copies of this link in other groups, Edline defaults to automatically deleting all copies of the Link. If you do not wish to delete all copies, uncheck the box at the bottom/top of the page that reads **Delete documents in all locations**.

Modifying an Item from Links

1. Click the **Edit** icon at the top of the **Links** section.
2. Click **Edit** next to the link you want to modify.
3. Click **Save & Return** at the bottom of the page to save your changes.

Note: If there are copies of this link in other groups, Edline defaults to automatically applying changes to all copies of the event. If you do not wish to apply the changes or delete all copies, uncheck the box at the bottom/top of the page that reads **Apply changes (update or delete) in all locations.**

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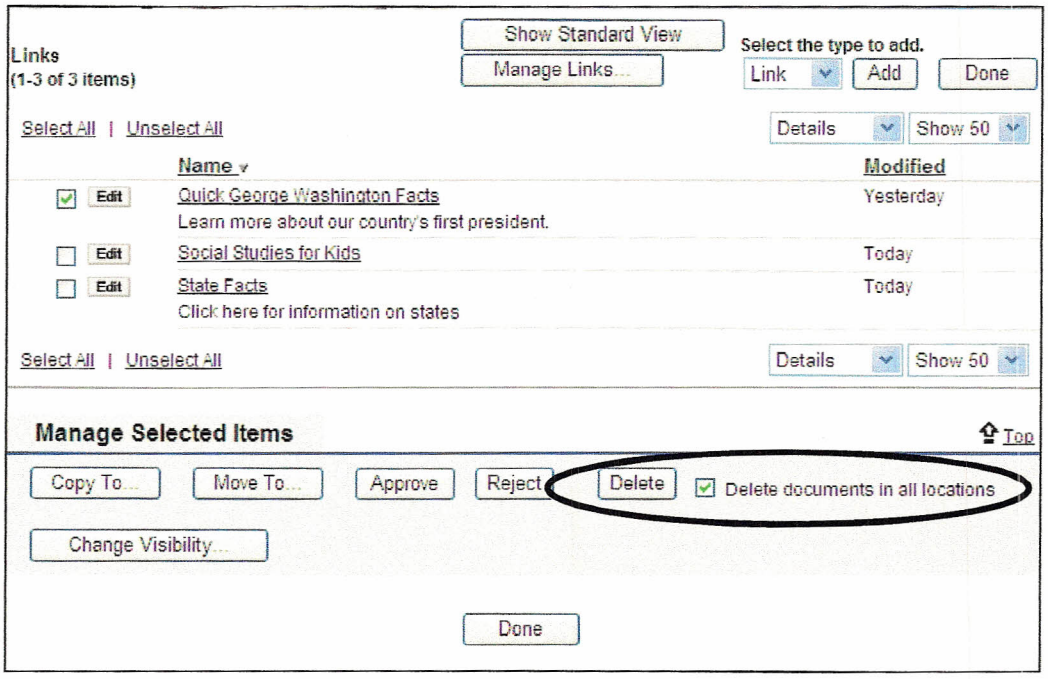

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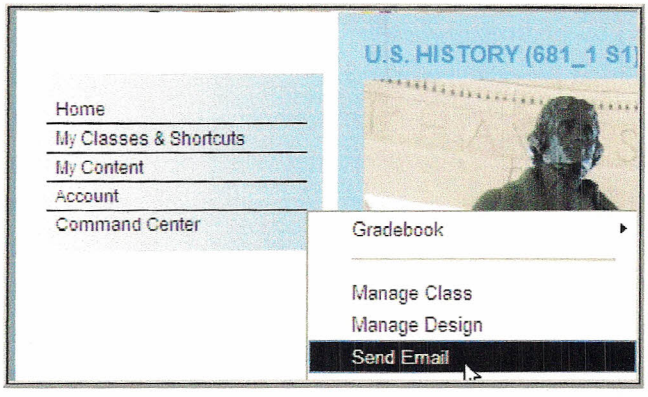
Sending Email to Your Class

You can send an email message to all of your students and/or their parents or selected students and/or their parents from your class home page.

To Send Email

1. Choose a class from **My Classes.**
2. Click **Send Email** from the **Command Center**.



3. Be sure to **View All** to include all students. Click the checkbox next to each student you want to send email to or to email everyone in the class, click **Select All** at the top or bottom of the list.

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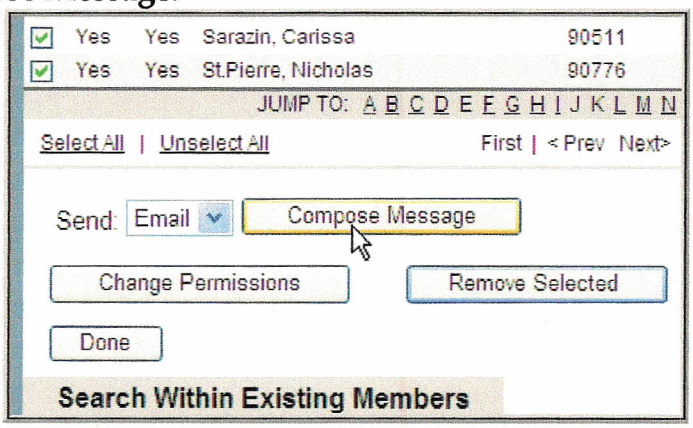
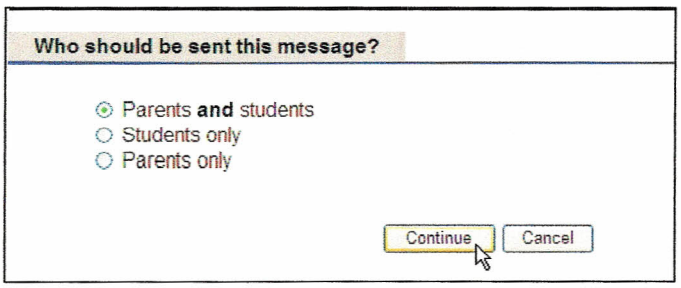
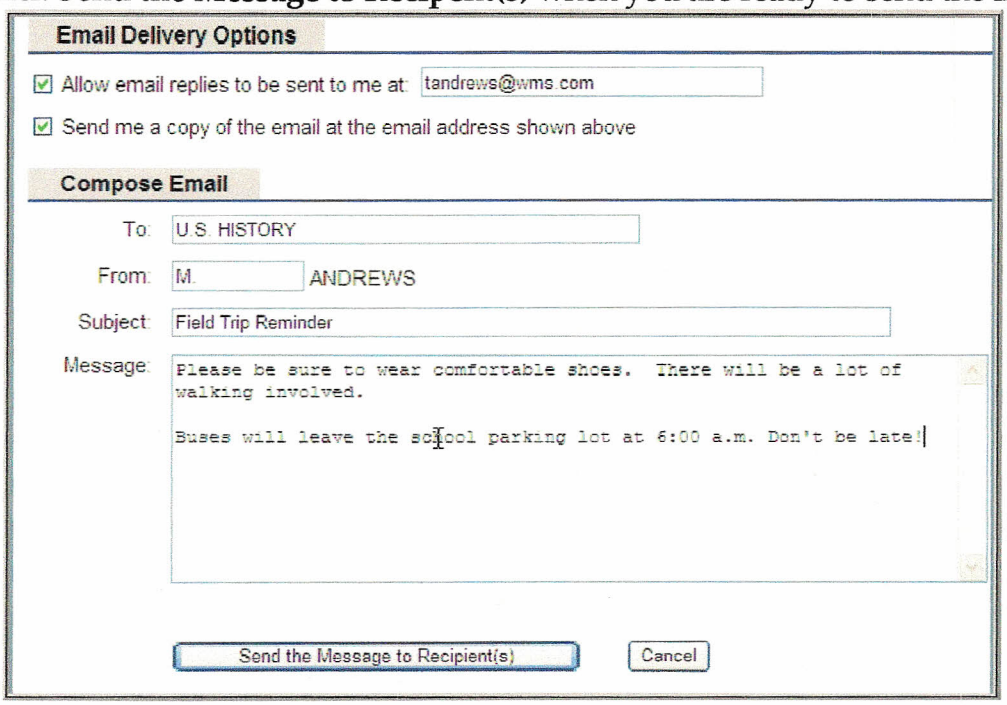
4. Click **Compose Message**.


Yes Yes Sarazin, Carissa 90511
Yes Yes St.Pierre, Nicholas 90776
JUMP TO: A B C D E F G H I J K L M N
Select All | Unselect All
First | < Prev Next>
Send: Email
Compose Message
Change Permissions
Remove Selected
Done
Search Within Existing Members

5. Choose whether to send the message to just the selected students, to their parents, or to both. Click **Continue**.



6. Enter a subject and type your message.
7. Click **Send the Message to Recipent(s)** when you are ready to send the message.


Email Delivery Options
Allow email replies to be sent to me at: tandrews@wms.com
Send me a copy of the email at the email address shown above
Compose Email
To: U.S. HISTORY
From: M. ANDREWS
Subject: Field Trip Reminder
Message: Please be sure to wear comfortable shoes. There will be a lot of walking involved.
Buses will leave the school parking lot at 6:00 a.m. Don't be late!
Send the Message to Recipient(s)
Cancel

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Posting Grade Reports and Other Class Reports

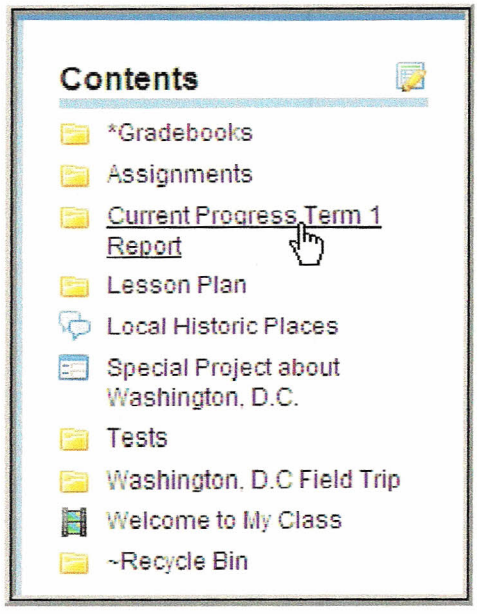
Many gradebook packages allow you to create student grade reports and to display these reports in Edline. Most of them allow you to post reports for one class at a time or for several classes at once. Please refer to your gradebook software user's manual for details.

Where Do the Reports Go?

When you post reports from your gradebook, Edline creates a folder on the class home page to hold the reports.

You choose the name of this folder (Report Description) each time you post reports. The name you choose determines whether you will keep the previously posted reports or replace them with the new reports.

- To keep only the new reports, use the same folder name every time you upload these reports.
- To keep the old reports, use a different folder name each time you upload these reports.



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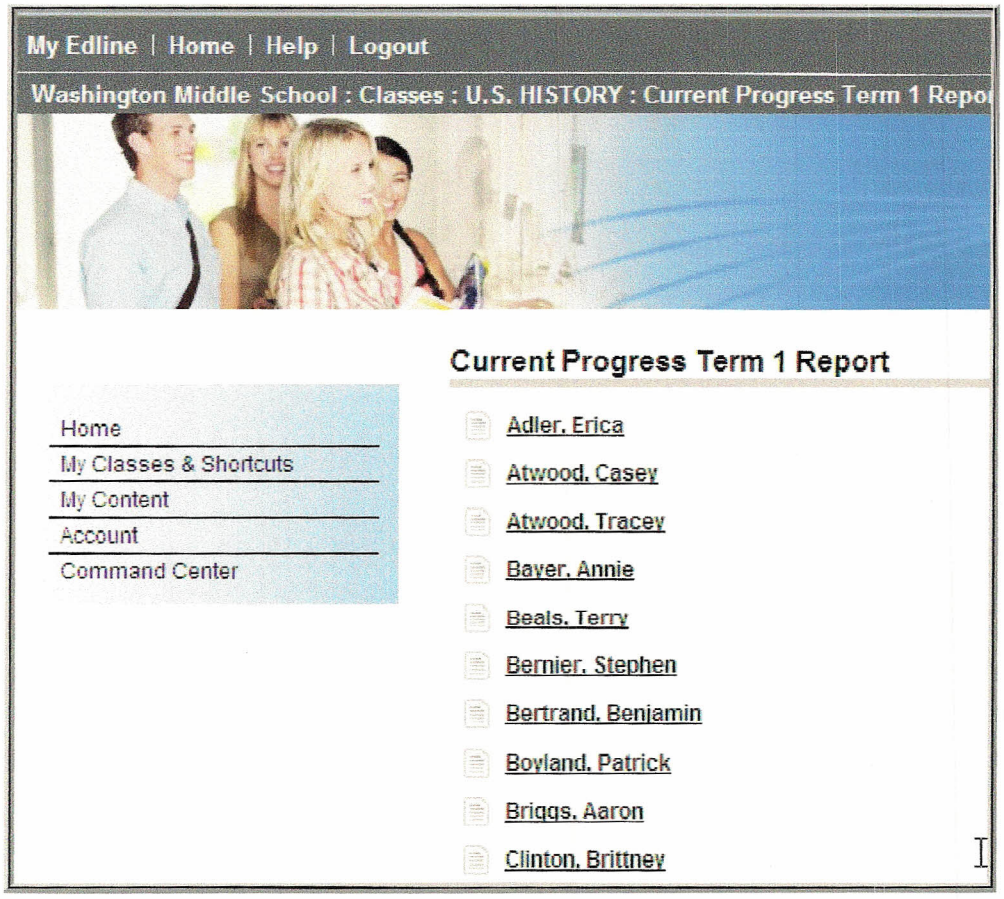
What Will a Teacher See?

When you click the report folder name, you will see a list of all the reports you just posted. There will be one report for each student in your gradebook. Click any student to view their report.



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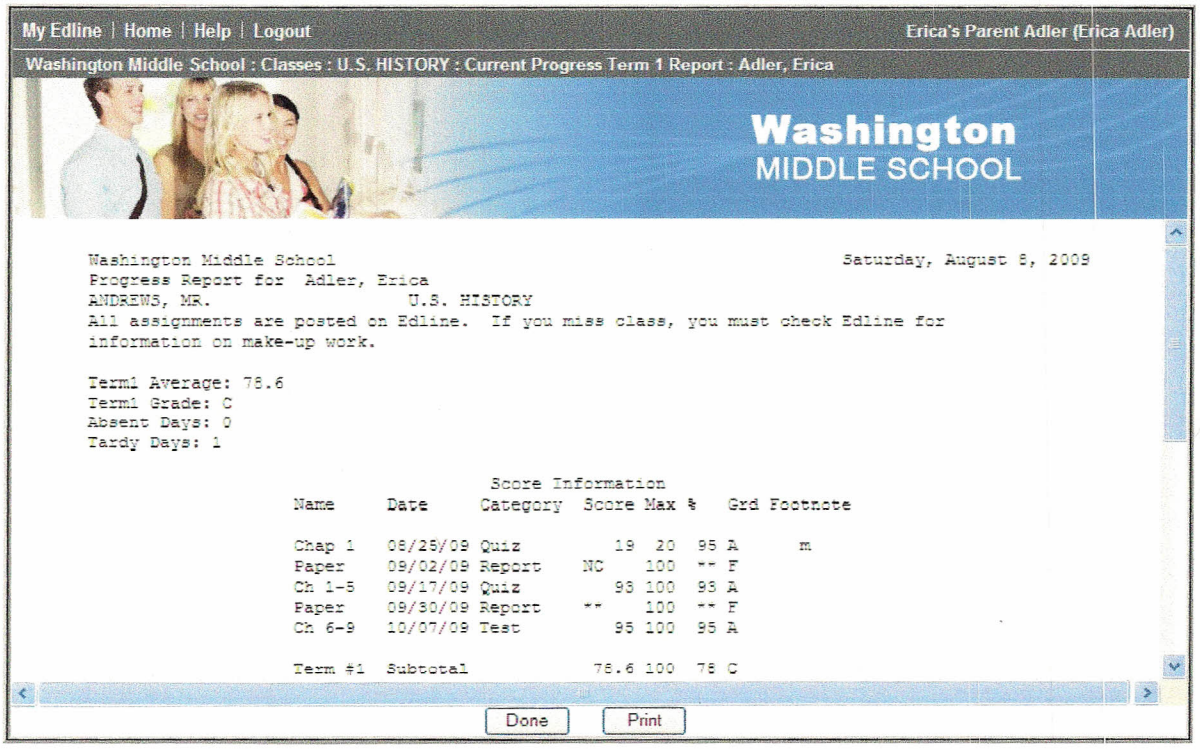
What Do Students and Parents See?

When students or parents view the class home page, they will see the report folder under **Contents**. When a student clicks this folder, his or her report is displayed. When a parent clicks this folder, his or her child's report is displayed. Students and parents do **not** see other student's grade reports.


My Edline | Home | Help | Logout
Erica's Parent Adler (Erica Adler)
Washington Middle School : Classes : U.S. HISTORY : Current Progress Term 1 Report : Adler, Erica
Washington
MIDDLE SCHOOL
Washington Middle School
Saturday, August 8, 2009
Progress Report for Adler, Erica
ANDREWS, MR. U.S. HISTORY
All assignments are posted on Edline. If you miss class, you must check Edline for information on make-up work.
Term1 Average: 78.6
Term1 Grade: C
Absent Days: 0
Tardy Days: 1
Score Information
Name Date Category Score Max % Grd Footnote
Chap 1 08/25/09 Quiz 19 20 95 A m
Paper 09/02/09 Report NC 100 ** F
Ch 1-5 09/17/09 Quiz 93 100 93 A
Paper 09/30/09 Report ** 100 ** F
Ch 6-9 10/07/09 Test 95 100 95 A
Term #1 Subtotal 78.6 100 78 C
Done
Print

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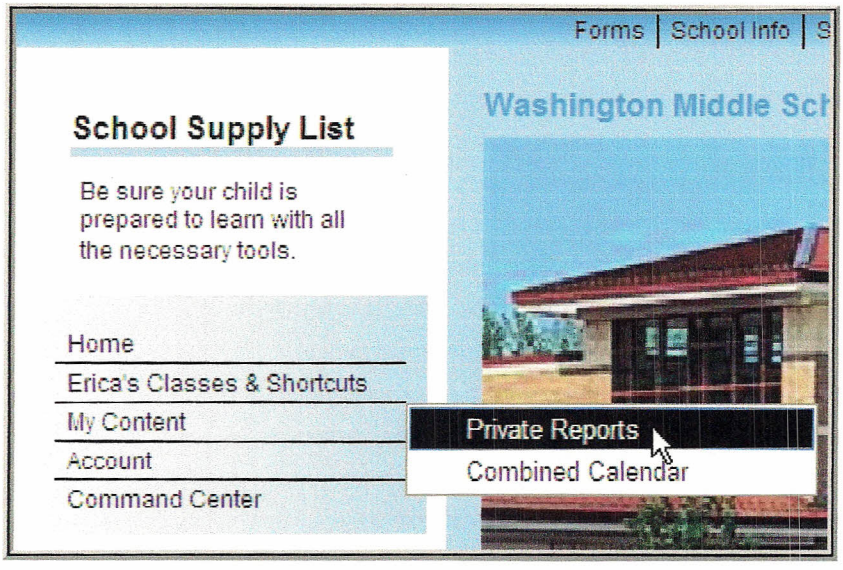
Private Reports Link

A report posted from a gradebook is private. Only the student and his or her parents can see it (in addition to the teacher who posted it).
Students and parents go to the class home page to see their class reports; however, Edline also gives them a shortcut for viewing these reports by using the **Private Reports** link under **My Contents**.



When you post a report for a student, it is stored on the class home page. Edline also puts a link to this report in the student's **Private Reports** list. This list is just a shortcut. You cannot add items directly to it. Links to reports are added when you post new reports to your class and are removed when you delete old reports.

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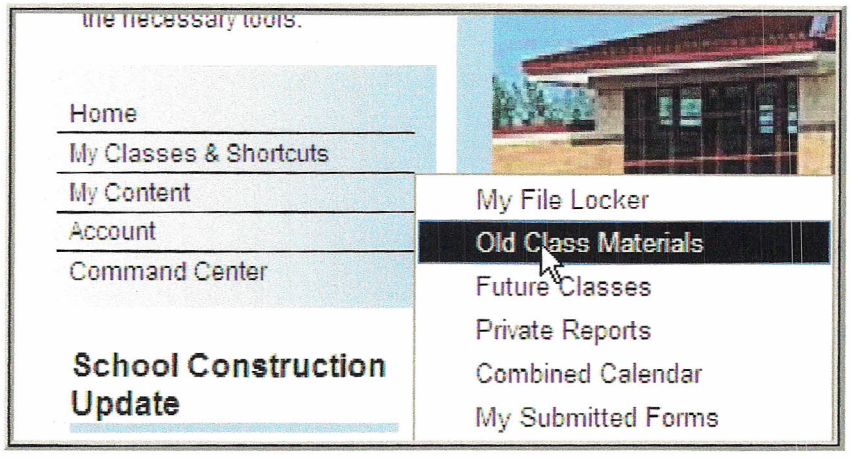
Re-using Old Class Materials

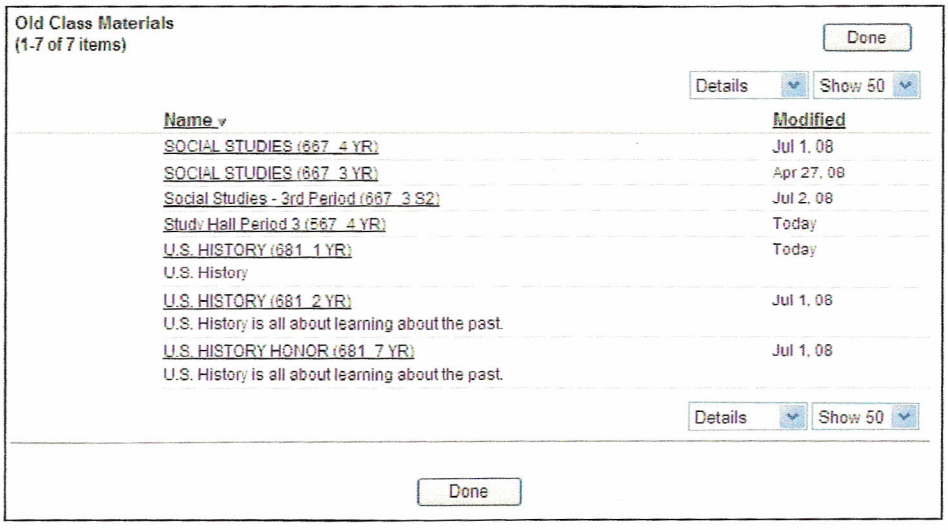
At the start of a new term, your school may delete last term's classes and create new classes for the current term. When your old classes are deleted, Edline automatically saves the materials from those classes into your **Old Class Materials** folder so you can easily reuse those materials in your new classes.



Copying Materials from Old Class Material

Tip: You won't see this link until one of your classes has been deleted.

1. Click **Old Class Materials** under **My Contents**.
2. Select a class.



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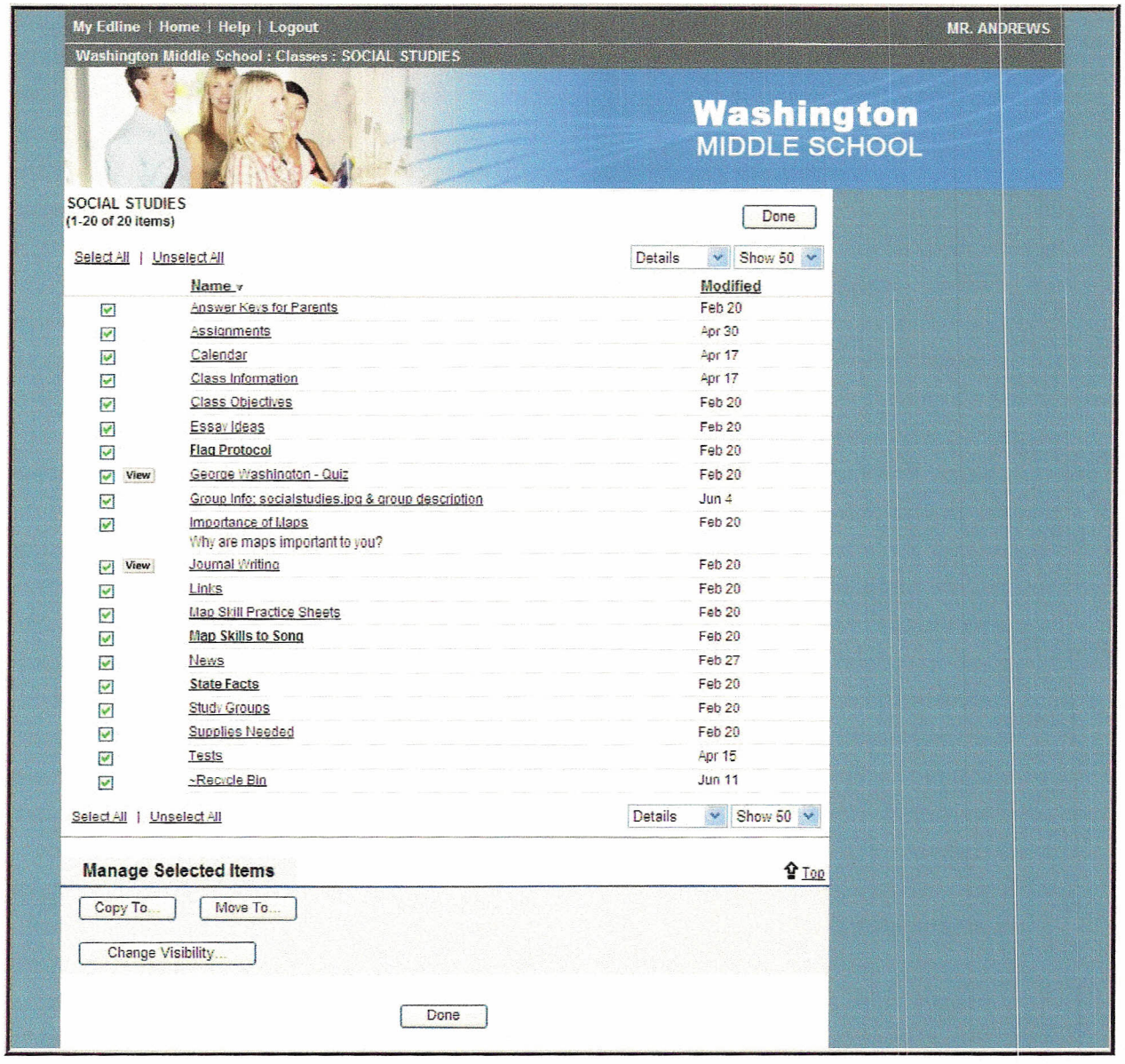
3. Select items you want to copy by clicking the checkbox next to each item.
   Note: If you select a folder, the folder and the contents will be copied. If you want to copy an item that is inside a folder, first click the folder name to open it, and then select the item to be copied.



4. Click **Copy To**… at the bottom of the page to go to the **Copy Page**.

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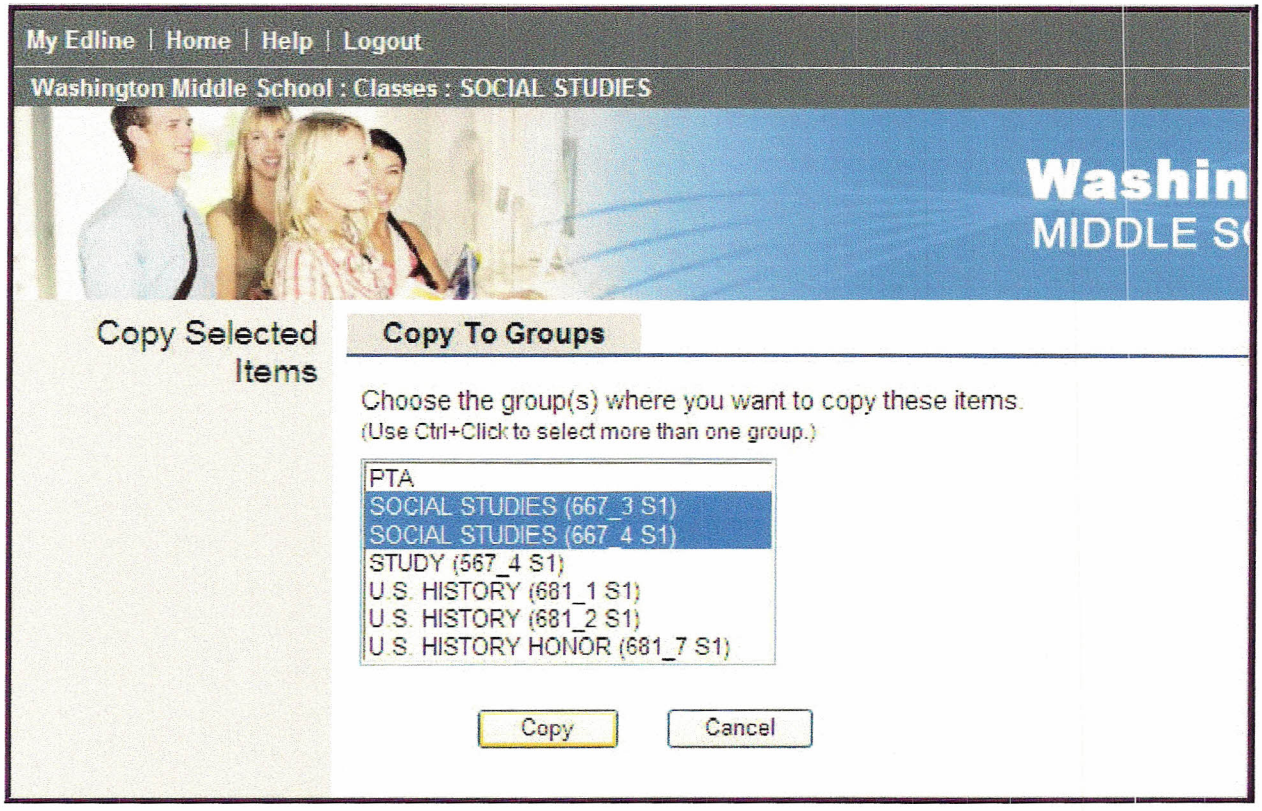
5. Use the **Copy To Groups** section to select the class(es) to which you want to copy the items. Click the **Copy** button.
   Note: To select more than one class, press the CTRL key while clicking the class names.


My Edline | Home | Help | Logout
Washington Middle School : Classes : SOCIAL STUDIES
Washin
MIDDLE S
Copy Selected Items
Copy To Groups
Choose the group(s) where you want to copy these items.
(Use Ctrl+Click to select more than one group.)
PTA
SOCIAL STUDIES (667_3 S1)
SOCIAL STUDIES (667_4 S1)
STUDY (567_4 S1)
U.S. HISTORY (681_1 S1)
U.S. HISTORY (681_2 S1)
U.S. HISTORY HONOR (681_7 S1)
Copy
Cancel

Note: The copied items will be placed in the same location on each destination class home page.

Copying Items from One Class to Another

If you post an item to a class home page and later decide to use it in other classes as well, you don't need to recreate the item. Simply copy the one you already have. Copy individual documents or whole folders following the steps below:

1. Go to the home page of the class containing the item to be copied by clicking the class name under **My Classes**.
2. Open the folder containing the item you want to copy:
   Note: If you want to copy a folder and everything in it, just select the folder.
3. If the item is inside a folder in **Contents**, click the name of the folder to open it.
4. If the item is in the **News** or **Links** section, or directly in **Contents** (not in a folder) click the **Edit** icon. If the item is in the **Calendar** section, click the **Edit** icon on **Calendar**, click **Manage Items**.

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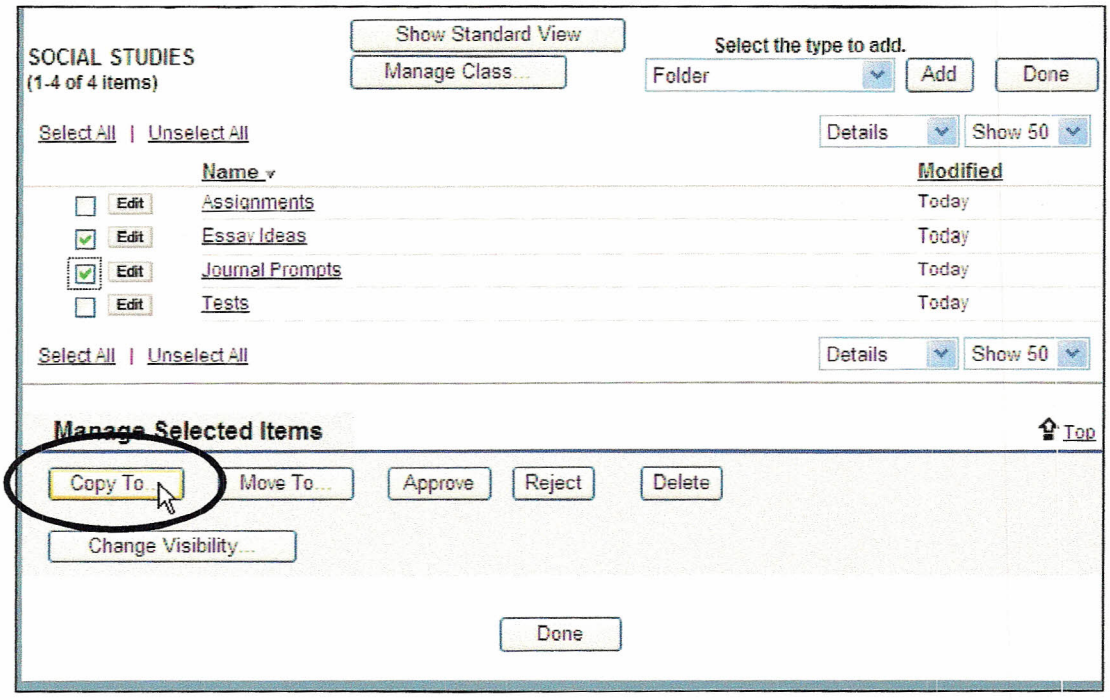
5. Select the items you want to copy by clicking the checkbox next to each item.



6. Click **Copy To...** at the bottom of the page to go to the **Copy Page**.
7. Use the **Copy To Group(s)** section to select the class(es) to which you want to copy the items.
   Note: To select more than one class, press the CTRL key while clicking the class name.
8. Click **Copy** at the bottom of the page. The selected items will remain where they are and copies of these items will be placed in the selected classes.

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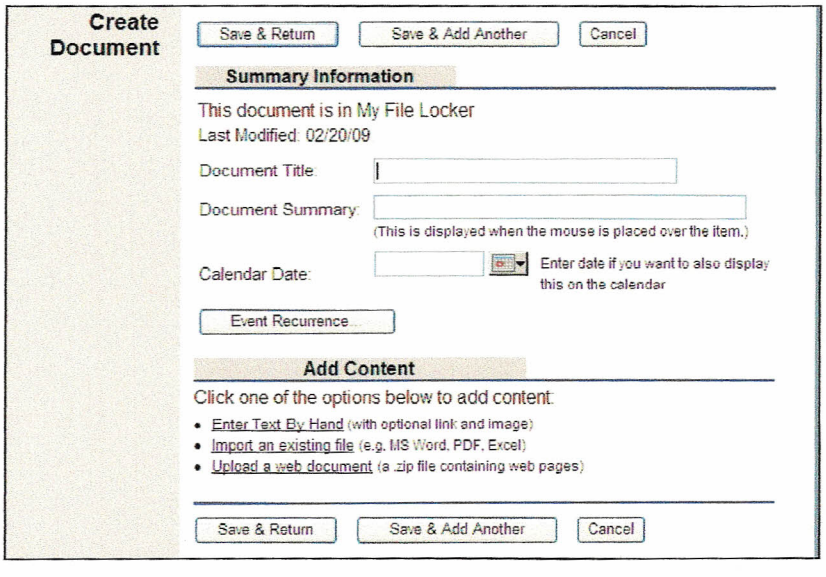
Using My File Locker

My File Locker is a place for you to store documents/files that you want to save for later use and possibly for use on a different computer than the one you are currently using. Great way to work on files at school and then at home.

Uploading Materials into My File Locker

1. Click **My File Locker.**
2. Choose to add **Document.**
3. Click **Add.**

4. Enter information about the file you are uploading.
5. Select **Import an existing file**.
6. Use **Browse** to locate your file.
7. Click **Open**.


Create Document
Save & Return
Save & Add Another
Cancel
Summary Information
This document is in My File Locker
Last Modified: 02/20/09
Document Title:
Document Summary:
(This is displayed when the mouse is placed over the item.)
Calendar Date:
Enter date if you want to also display this on the calendar
Event Recurrence...
Add Content
Click one of the options below to add content:
Enter Text By Hand (with optional link and image)
Import an existing file (e.g. MS Word, PDF, Excel)
Upload a web document (a .zip file containing web pages)
Save & Return
Save & Add Another
Cancel

For complete information about **My File Locker**, please click **Help** at the top of the school or any class home page.

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Appendix

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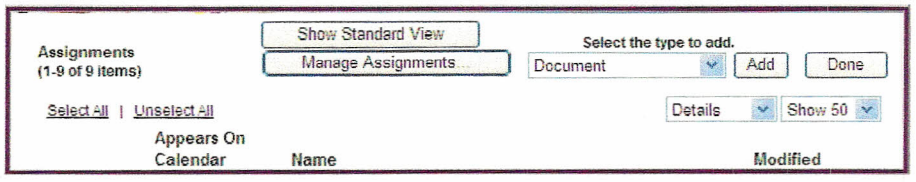
Five Easy Steps to Create a Homework Assignment in Edline

Step 1: Click on the class where you want to add the homework assignment (found in **My Classes and Shortcuts**).

Step 2: Click on the **Assignments** folder icon (found in the **Contents** section).
Note: Clicking the folder icon (and not the word **Assignments**) will save you a step in the document creation process.

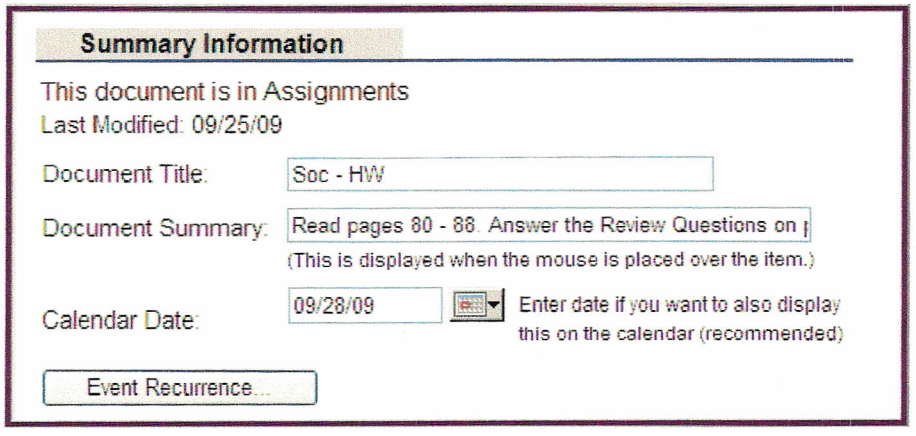
Step 3: Click the **Add** button (**Document** should be selected as the default in the pull down menu).



Step 4: The Create Document page is now displayed. Enter a title in the Document Title field - Edline recommends that you use a three or four letter subject identifier before the document title, so that students and parents can easily identify items on the calendar.

Add a document summary (which will display when a user hovers (with their mouse) over the calendar item, giving them additional information) if you wish, but it is optional. The summary appears in full in the 'weekly' calendar view, which is convenient for families to print for home use.

Next, add a date in the Calendar Date field – when you add a date to a document, Edline automatically adds that document to the calendar. It then appears on the personal Combined Calendar for every student in your class.


Summary Information
This document is in Assignments
Last Modified: 09/25/09
Document Title:
Soc - HW
Document Summary:
Read pages 80 - 88. Answer the Review Questions on
(This is displayed when the mouse is placed over the item.)
Calendar Date:
09/28/09
Enter date if you want to also display this on the calendar (recommended)
Event Recurrence...

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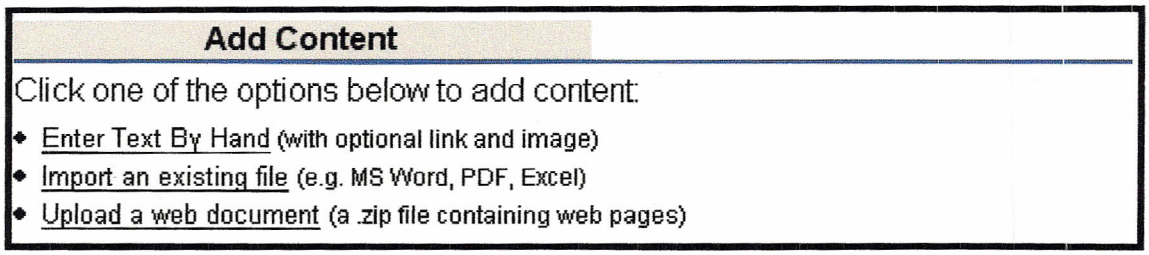
Step 5: Determine the type of content you would like to add.


Add Content
Click one of the options below to add content:
Enter Text By Hand (with optional link and image)
Import an existing file (e.g. MS Word, PDF, Excel)
Upload a web document (a .zip file containing web pages)

- If you wish to enter text only, or just include a picture at the top of a document, select *Enter Text By Hand*. You can also copy and paste text from your word processing software if you wish.

- If you have existing documents created that you would like to reuse, and they have multiple graphics, upload these documents to Edline using the *Import an existing file* option. Remember, if you upload a document, your users will need to have the necessary software to view it. For example, if you upload a Microsoft Word document, they will need either Word installed on their machines or they will have to download Microsoft's free Word Viewer (available from **www.microsoft.com** – search for Word viewer).

- If you have a self contained web page/website (or an html document with multiple images) that you would like to upload, zip it up, and then upload it to Edline using the *Upload a web document* option.

Note: To quickly add multiple documents, click **Save & Add Another**, and repeat the process. If you wish to post the same document in multiple classes at once, simply select the classes in the *Available Groups* box, and click the **Add**.

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